

**Servas International
SI Exco Meeting by Skype
Minutes
Sunday February 19 2017 16:00 – 18:00 GMT/UTC**

Version: 3

Participants: **Jonny Sångänger (JS); Penny Pattison (PP); Danielle Serres (DS); Pablo Colangelo (PC); Ann Greenhough (AG), William D'Souza (WD) ; LV Subramanian (LVS) (first 45 minutes)**

Pre-announced difficulty to participate:

Minutes Recorder: **PP**

Chair: **JS**

Timekeeper: **DS**

Actions are identified in Italics and Underline. A summary of action items is at the end of the minutes
Decisions and Motions are in bold

Meeting began at 16:02 GMT/UTC.

1. Chit chat

2. Agenda Version 1 adopted as revised

3. Adoption of minutes

a. Finalize January 15, 2017 minutes

- **Motion: Approve Version 2 of the January 15, 2017 minutes. Passed**

4. Email Decisions:

- a. 2017/01/18: Approval of ServasOnline Work Order #5, with Kevin Gautreau, for a maximum of 1575 Euros, from Jan 1, 2017 - March 31, 2017, to be managed by Bernard Andrieu. Passed
- b. 2017/2/1: That SI reimburse Odile and Jean-Michel 50 Euros for the purchase of a fruit tree, to be paid to them from the cash reimbursement from Mirek Wasilewski. Passed (Note: the decision to reimburse Odile and Michel was made in June 2016, but there was a delay in their purchase of the tree, and receipt of the invoice, and so this motion finalizes that decision.)
- c. 2017/2/3: That Mirek Wasilewsk be asked to transfer the money that he held for SI in Euros (EUR 3938.56 less costs associated with the transfer), to the SI Peace Secretary, Danielle Serres, so she can bring the Euros in cash to the 2017 SI Exco face-to-face meeting where the new SI Treasurer William D'Souza will take charge of it. Passed (Note: See subsequent decision under item 5, which replaces this decision.)
- d. 2017/2/9: That the Servas South Africa outstanding stamp fees of CHF 455 be written off. This amount pertains to years 2008/2009/2010 when Susanita Kay was the NS. The present NS informs that Susanita has discontinued her Servas membership and does not respond to calls. Passed
 - *Action: PP to notify Internal Audit Committee of the Servas South Africa write off*

5. SI Financials

a. Financial Statements Jan 1, 2015 – March 31 2016

- The 2015-2016 Financial Statements and Internal Audit Report were presented to SI Exco
 - **Motion: Approve the 2015-2016 Financial Statements and Internal Audit Report, upon which the External Auditor's Report will be issued, and take them to the May 2017 Distant Vote. Passed**
 - Action: LVS, JS, AG and PP will sign and scan the Financial Statements and return them to LVS so that he can obtain the External Auditor's Report
- b. Budget versus actuals Jan 1, 2015 – March 31, 2016**
- There was no discussion of the document, which is included in the Financial Statements 2015-2016
- c. Finalizing MW funds transfer**
- **Motion: That SI Exco agree that the total funds to be transferred from Mirek Wasilewski to SI is EUR 3636.00. Passed**
 - This amount was determined by L V Subramanian, and accepted by Mirek Wasilewski. It was based CHF 3872, the amount that the bookkeeper presented. L V Subramanian converted it to Euros, since that is the currency that Mirek Wasilewski has been using, at the rate of 1 Swiss Franc is Euro 0.93897 from website www.oanda.com, resulting in the amount Euros 3636.
 - Action: PP will send the decision about total funds to MW and the IAC
 - Several SI Exco members would like to have their expenses reimbursed via digital bank transfers and not in cash. This means there will be less cash required to reimburse expenses at the 2017 face-to-face meeting
 - The SI IAC recommended that the funds be transferred directly to the SI bank account
 - **Motion: That Mirek Wasilewski be asked to transfer EUR 3636.00, less costs associated with the transfer, to the SI Credit Suisse Euro account. Passed**
 - Action: PP will send the revised decision to MW and the IAC
 - Action: AG will ask Susana how she would like to be reimbursed
 - Action: DS will determine how much cash will be required at the 2017 face-to-face meeting, so that WD can arrange to send it to DS and WD can disburse it at the meeting
- d. Finalizing LVS funds transfer**
- LVS reported that after managing the stamp mailing process for 2017, he will have almost no funds remaining
 - **Motion: LVS will hand over any remaining SI funds directly to WD, the new SI Treasurer, or request reimbursement if there are expenses owing to him, with appropriate paperwork. Passed**
- e. Revised Budget 2016-2018**
- The budget document has been revised so that the headings reflect the revised Fiscal Year:
 - 2016 -> 2016/17 (Apr 1, 2016 – Mar 31, 2017)
 - 2017 -> 2017/18 (Apr 1, 2017 – Mar 31, 2018)
 - 2018 -> 2018/19 (Apr 1, 2018 – Mar 31, 2019)
- f. LVS' comments on the Overall SI Financial situation**
- As departing SI Treasurer, LVS made the following general comments on the financial state of SI:
 - Stamp revenue is declining
 - The reserves in Credit Suisse are not earning interest income as they could, because of challenges in dealing with the bank
 - If we do not want to eat into the SI savings, cost cutting measures will be required or increased revenues
- g. LVS departure**

- LVS gave some final remarks to SI Exco, and offered to help where he could. He also thanked each SI Exco member for their support and expressed how much he had enjoyed working with them and face-to-face meeting.
- SI Exco members said how much they had appreciated LV's contribution to SI Exco and the Servas world

6. Distant Vote May 2017

a. Confirmation of motions

- **Motion: There will be one motion in the May 2017 DV: Approval of the 2015-2016 Financial Statements. Passed**

b. Announcement of DV May 2017

- Action: PP will officially announce the May 2017 DV before Feb 28, 2017
- Action: PP will arrange to post the motion and supporting material (Financial Statements, Internal Audit Report, External Audit Report) on the website under 'Distant Vote' before Feb 28, 2017

7. SI IAC Proposals

a. Credit card for SI treasurer

- Discussion of this item is deferred to the 2017 face-to-face meeting

b. Proposal from SI IAC for review of draft SI Exco minutes

- The SI IAC proposed that they be added to the reviewers of the draft SI Exco meeting minutes
- It was agreed that draft minutes are circulated to the people attending the meeting, since they are in a position to review the validity of the minutes
- It was noted that after the minutes are published, anyone is free to send comments or questions to SI Exco
- **Motion: That SI Exco continue their practice of reviewing the draft minutes, approving or revising them at the next SI Exco meeting, and then publishing them. Passed**
- Action: PP will notify IAC of the SI Exco decision re: draft SI Exco meeting minutes, and that the SI IAC will be told of relevant financial decisions in a timely way

8. Modernized SI website

a. Website

i. Editorial process

- More people are needed to maintain the editorial content on the website, including writing stories and editing content
- JS has written an ad to be included in the next Exco Bulletin
- SI Exco members are free to update content directly in their areas of responsibility, and are asked to keep JS informed
- It was noted that there is no assumption that content will be translated; if it has not been translated into a particular language, the English version will be posted

ii. Website launch

- The new website was successfully launched on Feb 1, 2017
- There have been some problems, but all are being handled by the ServasOnline Team

b. ServasOnline Membership system

- PC has prepared an email to all National Groups, to be sent to all SI Key People as well; when it has been translated it will be sent out

- PC reported that more and more new people are trying to join, but are not receiving replies from their country national group contacts
- The Development Committee is busy handling requests from people who are in countries without a Servas contact
- It was agreed that such an organizational growth is likely to present a new set of challenges
- Action: JS and PP will put 'growth and new member management and interviews' on the 2017 face-to-face meeting agenda
- Good news is that Slovakia and Brazil now have good host listings in the ServasOnline Membership system

9. Stretch Break

10. SI Exco 2017 Face-to-face meeting

a. Practical Arrangements

- There is no confirmed location yet, since the planned location is unavailable due to storm damage; Susana is confident that she will find a suitable place
- AG submitted a draft budget for the 2017 face-to-face meeting
- **Motion: SI Exco approve the draft budget for the 2017 face-to-face meeting. Passed.**
- Action: WD will formalize and monitor the budget
- PP noted that she will have limited internet access from Mar 12 until the meeting begins
- Action: All SI Exco will send their exact travel plans to AG

b. Agenda

- PP and JS prepared and shared a draft agenda
- Action: All SI Exco will send comments, additions, etc. to the 2017 face-to-face meeting agenda, so that it can be finalized before Mar 11, 2017
- Action: PP will distribute updates of the 2017 face-to-face meeting agenda as required

11. SICOGA 2018

- PP, with DS' help, sent individual emails to the two applying countries, requesting additional information to allow a comparison
- After two weeks with no reply, a follow up email was sent to each of them, one of the countries answered that they were working on a reply
- Action: PP will follow up again with one of the countries
- Action: PP and DS will continue to prepare for the SICOGA 2018 location decision at the 2017 face-to-face meeting

12. SI Exco members written reports

- JS asked DS about digitizing the Peace Calendar, in addition to offering it as a download; DS will think about different processes for the calendar for the future years, since it has been well received

13. Other Business

a. SI Exco Annual Reports

- Action: All SI Exco will complete their individual annual reports by March 31, 2017

b. Servas India elections

- WD attended the Feb 18, 2017 Servas India meeting at which elections were held
- SI Exco has received an email from Dr. Ramesh Sharma in which he lists his concerns about the Feb 18, 2017 meeting and election

- Action: JS will reply to Dr. Sharma, acknowledging his email and indicating that SI Exco has considered the information available and accepts the results and validity of the election, and believes that his concerns are an internal Servas India matter

14. Next meeting

- The next meeting will be the 2017 Face to face meeting in Spain, beginning at 09:00 on Thursday March 30, 2017
- Regular time: third Sunday every month UTC/GMT 15.00-17.00 (1 hour later November-March)

15. Meeting ended at 18:06 GMT/UTC

Action Items

- Action: PP to notify Internal Audit Committee of the Servas South Africa write off
- Action: LVS, JS, AG and PP will sign and scan the Financial Statements and return them to LVS so that he can obtain the External Auditor's Report
- Action: PP will send the decision about total funds to MW and the IAC
- Action: PP will send the revised decision to MW and the IAC
- Action: AG will ask Susana how she would like to be reimbursed
- Action: DS will determine how much cash will be required at the 2017 face-to-face meeting, so that WD can arrange to send it to DS and WD can disburse it at the meeting
- Action: PP will officially announce the May 2017 DV before Feb 28, 2017
- Action: PP will arrange to post the motion and supporting material (Financial Statements, Internal Audit Report, External Audit Report) on the website under 'Distant Vote' before Feb 28, 2017
- Action: PP will notify IAC of the SI Exco decision re: draft SI Exco meeting minutes, and that the SI IAC will be told of relevant financial decisions in a timely way
- Action: JS and PP will put 'growth and new member management and interviews' on the 2017 face-to-face meeting agenda
- Action: WD will formalize and monitor the budget
- Action: All SI Exco will send their exact travel plans to AG
- Action: All SI Exco will send comments, additions, etc. to the 2017 face-to-face meeting agenda, so that it can be finalized before Mar 11, 2017
- Action: PP will distribute updates of the 2017 face-to-face meeting agenda as required
- Action: PP will follow up again with one of the countries
- Action: PP and DS will continue to prepare for the SICOGA 2018 location decision at the 2017 face-to-face meeting
- Action: All SI Exco will complete their individual annual reports by March 31, 2017
- Action: JS will reply to Dr. Sharma, acknowledging his email and indicating that SI Exco has considered the information available and accepts the results and validity of the election, and believes that his concerns are an internal Servas India matter

Jan 17, 2016 Action Items not completed:

- Action: JS and PP will work with Amir to complete step 1 related to a new SI Registration system – in progress, Amir is preparing a proposal

April 08 - 12, 2016 Action Items not completed:

- Action: AG will bring a proposal to SI Exco re: links with FEE and inviting travelers to offset their travel through FEE – in progress

August 14, 2016 Action Items not completed:

- Action: JS will work with the Swiss lawyer related to an SI Registration contract, and inform SI Exco

October 16, 2016 Action Items not completed:

- Action: PC will ask Servas France how they managed the hosts without easy internet access, without email addresses, or without unique email addresses for different household members, when converting their data to ServasOnline
- Action: PC will consult and recommend on how to handle Servas members who do not have internet or email accessibility

December 18, 2016 Action Items not completed:

- Action: AG will prepare a working paper on SI Committee restructuring for SI Exco discussion and revisions before the 2017 face-to-face meeting
- Action: PC will prepare an automated response, giving the words beside the 'Join Servas' form, and also indicating that there is a backlog for people who are already Servas hosts/members

January 15, 2017 Action Items not completed:

- Action: DS will approach Isabelle Selon to see if she might analyze the 2015 annual reports
- Action: JS and PP will draft a 'Members Only' Administrative section for ServasOnline, for discussion at the 2017 face-to-face meeting

Appendix 1 SI President's Report

Jonny's short report to Exco

2017-02-16

Action report 2017-01-15-2017-02-16

Modernized website on servas.org and ServasOnline member system

Recruitment of ServasOnline Transition Manager

I have, together with the ServasOnline Project Manager Bernard Andrieu, recruited the french Servas member Guy Gourmellet as ServasOnline Transition manager. Guy's job is to survey the ServasOnline worldwide development and deployment in individual countries. He is the control tower of the project, in close cooperation with the User Group and the Project Team. His role is to motivate and help countries, write a transition process document and support them in this transition, and regularly inform Exco.

ServasOnline member system

I'm keeping a dialogue with Bernard Andrieu (project manager for ServasOnline project), Pablo Colangelo and others in the ServasOnline Team about the migration of member information from the Servas Dolphin system, the Servas Whale system and other systems to ServasOnline member system. January 29 2017: I convened a meeting with a ServasOnline Team with focus on admin and migration matters.

Modernised/new website & ServasOnline communication

On January 18 I informed the Servas national secretaries, other key persons and others in the Servas community via email and social media (Twitter, Facebook) about the upcoming transition from the former website on servas.org to a modernized website on servas.org.

The launch took place as planned on February 1.

All members of the ServasOnline Team and many others who have been engaged in the project have worked very hard with new texts, photos, translations, re-editing of menus, sub-menus and sub-submenus and migration of editorial content from the old to the new website. We can conclude that the launch was successful. Some problems have occurred but have been or will be fixed.

SI in cooperation with university in Chile

I have signed and sent off via postal mail two originals of the agreement between Servas International and Instituto de Literatura y Ciencias del Lenguaje at Pontificia Católica de Valparaíso, Viña del Mar in Chile regarding translations english-spanish.

Communications

* In cooperation with some other Servas members I have written and edited texts for the SI News Bulletin No 4 Vol 4 2016, which is planned to be published in February.

* I have written three recruitment ads for SI's search for web editors, other editors (several positions) and administrators (2 positions) for Facebook.

SI registration and SI domicile

- I have been in contact with legal experts regarding the registration of SI as an NGO and for the establishment of a domicile for the organisation.

Search for new SI treasurer & treasurer backup

I have been instrumental in the selection process for the recruitment of a new SI treasurer. I have had a dialogue with SI Internal Audit Committee about SI Exco's tentative choice of candidate. The recruitment has been finalized, thanks to fast and effective intervention from Ann and Penny.

Other business

* Several contacts with the incoming and leaving SI treasurer and the SI internal Audit Committee regard regarding the financial reports and budget matters for coming years.

* Day-to-day business (email communications, preparation of agenda for SI Exco meeting, monitoring Servas Facebook pages and groups)

I have executed/not executed the following action items that I was assigned by Exco

Jan 15 2017, Exco meeting: Action Items

Done:

Action: JS will make English the default language on the modernized SI website startup page

Action: JS and Picot will finalize the English wording on the new website, and their process for finalizing future postings

Action: DS will review and update the French wording on the new website once JS tells her the English wording has been finalized

Action: Lilly Kerekes and her team will review and update the Spanish wording on the new website once JS tells them that the English wording has been finalized

Action: JS will send out the 'launch' announcement by Jan 18, 2017

Action: JS will follow up with Bernard to confirm the Transition Manager

Action: JS and PP will send out a request to all National Groups to indicate if they are registered in their country

Action: JS will reply to US Servas emphasizing the ServasOnline project, and telling them that a Jan 18, 2017 communication will be sent about it

Ongoing:

Action: JS and PP will add ServasOnline capitalization and budgeting to the 2017 Face-to-face meeting agenda

Action: JS will prepare an update and revitalization of the SI Registration topic for the 2017 Face-to-face meeting

Action: JS and PP will add SI Registration to the 2017 Face-to-face meeting agenda

Action: JS and PP will draft a 'Members Only' Administrative section for ServasOnline, for discussion at the 2017 face-to-face meeting

Not done:

None

Dec 18 2016, Exco meeting: Action Items

Done:

- Action: All SI Exco will send SI Exco and Susana their travel details when they have been made
- Action: JS will share all applications with SI Exco by Dec 19, 2016
- Action: SI Exco will review the short list, ask clarifying questions if required, and then individually rank them, by December 21, 2016
- Action: JS will prepare a draft communication about the launch of the modernized SI website and send it to PP for comment
- Action: JS will follow up with Bernard to arrange giving country representative permission to handle the 'Join Servas' forms for their country or region

Ongoing:

- Action: JS will make English the default language on the modernized SI website startup page

Not done: None.

Nov 20 2016, Exco meeting: Action Items

Done:

- Action: JS will make English the default language on the modernized SI website startup page
- Action: JS will contact Stefan regarding automating the migration from Dolphin to ServasOnline

Ongoing:

- Action: JS will ensure that we have Curriculum Vitae from all of those applying to be SI Treasurer
- Action: JS will ask all applicants for the SI Treasurer position to complete the Nomination Form to provide additional information about their skills and experience
- Action: After the deadline has passed, LVS will review the applicants' financial experience to create a shortlist of qualified applicants for the SI Treasurer position
- Action: SI Exco will review the short list, and then make a decision of who to appoint to the position of SI Treasurer

Not done:

- Action: JS will prepare a draft communication about the launch of the modernized SI website and send it to PP for comment by Dec 4, 2016

October 16, 2016 Action Items

Done

- Action: JS will ensure that the 2014 Audited Accounts are posted on the new website before the new website is launched
- Action: JS, AG, LVS and PP will continue to search for a solution to the resignation of the SI Treasurer

Not done:

- Action: JS will prepare the communications for the launch of the new website

September 18, 2016 Action Items

Done

- Action: More information to be provided to inform proposals to address LV's resignation (JS).

August 14, 2016 Action Items

Done:

- Action: JS will ask if the Servas description section can be moved above the News section on the home page
- Action: JS will find out who can make changes to the ServasOnline menus

- Action: JS and PP will contact the Internal Audit Committee related to the SI Treasurer's resignation
- Action: JS will contact the other SI Treasurer candidate and the Nominations Committee after consulting with the Internal Audit Committee related to the SI Treasurer's resignation
-
- Ongoing
- Action: SI Exco will email anything they would like to see on the home page to JS
- Action: JS will initiate requests to SI Exco for text for the home page when it is needed
- Action: JS will manage the preparation than distribution of the communication, since PP will be on vacation
- Action: JS will work with the Swiss lawyer related to an SI Registration contract, and inform SI Exco

July 24, 2016 Action Items

Done:

- Action: JS will respond to Servas Italy, indicating that it is not possible to begin a pilot as soon as 2017, and that they are urged to work with the group established at the 2015 GA (NS Servas Germany identified as the lead person)
- Action: JS will request that the Chilean university translate the agreement, and will arrange for it to be signed in both Spanish and English

Ongoing

- Action: JS will arrange to have the time period of the contracted resource to support ServasOnline changed to be June-Dec 2016
- Action: JS and PP will confirm where all data on the existing www.servas.org website will be accessed after the launch fo the new website by Aug 16, 2016
- Action: JS and PP will ensure that a communication is sent to all key people before the launch of the new website
- Action: JS will ensure that information about ServasOnline being under development will be placed on the new website
- Action: JS will prepare and send a signed copy of the SI Statutes (to DS)
- Action: JS will send a letter related to LVS's role in SI by Aug 1, 2016

June 19, 2016 Action Items

Done:

Action: JS will collect articles, text, illustrations, etc. which will be published in the SI Exco bulletin or through other channels

Action: All SI Exco will review what they have sent to the latest version of SI News, and decide with JS how to publicize it in another way

Will do 2016-07-22:

- Action: JS will clarify points in the ServasOnline May 2016 Status Report with Bernard, and report to SI Exco
- Action: JS will discuss the points raised related to ServasOnline with Bernard, and report to SI Exco

Not done:

- Action: JS and PP will add 'review of action items' to the next agenda, allowing sufficient time for discussion

* on **April 8-12, 2016:**

Executed action items:

- Action: JS will write and send a message regarding ServasOnline transition, focusing on expectations management
- ~~Action: FM, JS (LV help) will look for Swiss legal expertise to complete the Terms of Use~~

Not yet executed:

- Action: JS will set up calls to larger countries related to ServasOnline transition

Jonny needs more instruction to execute the following:

- Action: JS to create document re: SI Committee decisions
 - Action: JS will find a native English speaker for the SOLSYS team

Feb 21, 2016 Action Items not completed:

- Action: JS will find a native English speaker for the SOLSYS team

May 15, 2016 Action Items:

- Action: JS will send final SICOGA 2015 minutes to PP (Done)
- a. SI News
 - Indications are that the next issue will be ready soon
 - Action: JS will contact Terry to see what is happening with SI News (Done - contact reestablished)

* On hold:

1. Ethical fund and bank '

Jonny Sågänger
President
Servas International
2015-2018

Appendix 2 SI Vice President's Report

Ann Greenhough VP Report for Exco Skype meeting on 19th February 2017

Recent activity:

Making Connections

Continuing work to prepare for Making Connections page. This includes collating information received from the 26 countries so far involved, discussions from those interested in participating in the project, creating a pro-forma to collect offers for the page in a more standardised format.

Next step is to include DC to support countries in looking at programmes / opportunities to be offered..

Also to find help on how best to present the Making Connections page.

Next face to face meeting

Further work on arrangements for the face to face meeting with Susana Martinez in Spain.

This includes looking at alternatives since the planned accommodation is no longer available due to storm damage.

Draft budget for the meeting has been circulated to Exco for decision to approve

Review of SI Committees and officer roles

On-going work on how the review of SI roles (as in SICOGA 2015 decision) should be carried out with a view to discussion at the face to face meeting.

Other completed tasks:

1. The SI officer and SI committees annual reports- work with PP on report format.

2. Message to key-list on ServasOnline update - work with PP and PC on draft.

Priority for action:

1. Continue work on Making Connections and FEE projects.
2. As part of review of committees to circulate update to national secretaries with Spanish translation about Exco decision about area coordinator role.
3. Get update from DC including about planned regional meeting in Philippines, proposed Africa regional meeting in Rwanda and other activities.
4. Discussions with Susana during her visit to me in early March on , youth team including proposals for a 2017 youth meeting and other youth activities.
5. Get update from Aneris Cao about Innovation project.
6. Annual report as Exco member.
7. Preparation for f to f meeting.

Appendix 3 SI Peace Secretary's Report

Servas International Peace Secretary January 14, 2017 to February 18, 2017

Servas at the UN

Updating info in the UN database for current and new SI UN Representatives.

Maison des Associations address in Geneva: various contacts aiming to the signing of the contract.

Helping SI UN Reps in NYC and Vienna registration for meetings.

Preparing for UNOG team to attend next HRC session in Geneva and possibly holding a panel on Sustainable travel for peace, within the International Year of Sustainable Tourism.

Activities related to Peace other than UN

Servas 2017 Peace Calendar project still going on (with Alvan Santiago). Getting some contribution from several members/countries.

Preparing contribution to Servas France AGM.

Others

Translating documents into French for Servas website, and helping with publication and editing. Various meetings by Skype and phone discussions. Editing some English and Spanish documents related to Servas and the UN.

Keeping tracks of next location for SICOGA 2018, supporting SI GS.

Publishing contributions on Facebook groups.

Travel plans and others for next SI EXCO face-to-face meeting.

Concerns

Maison des Associations and Peace Calendar projects both lagging behind, due to lack of human resources.

Appendix 4 SI General Secretary's Report

SI General Secretary Report: January 16, 2017 – February 19, 2017

Accomplished:

- Distant Vote:
 - DV Nov 2016 final report received from DVA
 - DV May 2017:
 - reminder sent re: motion deadline is Jan 31, 2017
 - One motion from SI Exco: approval of 2015-2016 financials
 - Waiting to send announcement until old and new Treasurers confirm that the information will be ready for Feb 28, 2017
- GA 2018
 - Updated evaluation criteria and sent requests for additional information to Colombia and Korea
 - Send follow up email, and Colombia replied confirming receipt of the email
- Distributed 2016 Annual Report form to Member Groups, and have begun receiving the reports
- Distributed 2016 Annual Report form to SI Committees and Officers, format prepared in consultation with AG
- Working with JS on SI Exco 2016 report format and process
- Prepared and translated announcement of new SI Treasurer, sent out by AG
- Drafted survey of National Groups re: whether they are formally registered, finalized and sent by JS
- ServasOnline:
 - Participated in preparation of the announcement of the new website and email from PC related to transition
 - Participating in meetings regarding ServasOnline and took the minutes
 - Working with JS on a 'Member Only' administrative section for ServasOnline, and definition of what goes in it versus what is published on the open website
 - SI Handbook links being updated by Jean-Marc
- Drafted agenda for 2017 SI Exco face-to-face meeting

Action item update:

Jan 17, 2016 Action Items:

- Action: JS and PP will work with Amir to complete step 1 related to a new SI Registration system – discussions underway

May 15, 2016 Action Items:

- Action: SI Exco will try using the SI communications checklist, and give comments to PP – no comments received

Jan 15, 2017

- Action: PP will work with WD to word the motion for the 2015-2016 Financial Statements by January 31, 2017 and to post the details of the 2015-2016 Financial Statements by February 28, 2017
- Action: JS and PP will draft a 'Members Only' Administrative section for ServasOnline, for discussion at the 2017 face-to-face meeting

Short Term Priorities:

1. Day to day SI Exco and General Secretary correspondence and pressing issues
2. Moving forward on GA 2018
3. Preparation for 2017 SI Exco face-to-face meeting

Appendix 5 SI Host List Coordinator's Report

SI HLC 2015-2018 Working Report #16

PABLO H COLANGELO
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Jan 16th to Feb 19th 2017

- Assist Key people from the following countries regarding Dolphin issues: Colombia, Ethiopia, India.
- Assist Key people from the following countries regarding Servasonline issues: Argentina, Slovakia, Brazil, South Africa.
- Contacted Development committee about all the applications received in ServasOnline from countries with no current servas presence so they can assist them.
- Contacted all key persons from countries with people willing to apply to ServasOnline to encourage them taking the responsibility for the persons willing to rejoin or join servas on those countries for the first time. Very few or no response at all from some countries. Which the new platform many people started to request being a member of Servas and there is a need of commitment from every country to work towards the growth of Servas Worldwide reinforcing interviewers teams and making procedures smooth keeping the interview as the key in Servas which make us different from other Traveling and host organizations (to get registered).
- Servasonline report: Servas Brazil and Slovakia were fully transferred to ServasOnline.
- Next countries to be transferred: Nepal
- Participated on the 4th Teleconference meeting about Servasonline
- A list of key persons with need to get the permit to be the servasonline administrator for their countries and was sent to Servasonline IT manager was implemented in googledrive.

Important tasks to be done next

- Seek a youth volunteer for the position of SI HLC
 - Check bouncing back email address from key list sent by Ann
 - ServasOnline email to be sent Translation from ENG to Spanish is being done
 - Translation Review sent by Lilly Kerekes SICOGA 2015 DECISIONES ESPAÑOL
-

Appendix 6 SI Treasurer's Report

Report of the Outgoing Treasurer (LVS) details of work completed.

1. **Stamps Distribution for 2017** made to all the member countries. The stamps and the stamp register will be handed over to the new Treasurer when I meet him after the Servas India conference. The expenses for stamps and postage have been used from the advance given to me last year. I will present the accounts to the new treasurer .
2. **Stamps Reconciliation for 2016** is in progress. Hopefully this should get completed by March 31st this year (although the last date is 1st March) . On completion the same will be given to the new treasurer.
3. **SERVAS documents and papers** which are in my possession, are ready for handover to the new treasurer.
4. **IAC Audit Report** has finally been released and my responses to their recommendations are shown therein which I have put in the dropbox for your perusal.
5. **The 2015/16 financial statements can be uploaded for distant voting provided all the signatories have signed based on which the external auditor will sign the external audit report. I can get three copies made and send it to Jonny by Speedpost for him to sign and send it to all other EXCO members namely Vice President Ann, Secretary Penny.**
6. **Bank Account operation:** I will continue to operate the bank accounts for confirming inward remittances for stamps 2016 and processing payments strictly on clear approval of the new treasurer and the EXCO. I will discontinue and return the integrator once the new treasurer is inducted as the bank signatory.

With the above my role as treasurer comes to an end.

I will be available on my current email account.

Regards

Lvs

Appendix 7 ServasOnline Status Report

No separate report submitted

ServasOnline Administrative Team meeting held Jan 29, 2017; minutes available from servasonline@servas.org.